



COMMONWEALTH OF VIRGINIA  
Department of Health Professions  
Board of Counseling

Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233-1463

Email: [coun@dhp.virginia.gov](mailto:coun@dhp.virginia.gov)  
Phone: (804) 367-4610 Fax: (804) 527-4435  
Website: [www.dhp.virginia.gov/counseling](http://www.dhp.virginia.gov/counseling)

**LICENSED PROFESSIONAL COUNSELOR (LPC)**

**VERIFICATION OF REQUIRED COURSEWORK AND INTERNSHIP FORM**

**TO BE COMPLETED BY THE APPLICANT**

Applicant's Name (Last, First, Middle)

Institution where internship took place (include city and state)

Name of Program

Applicant's Student ID Number

Applicant's Social Security Number or VA DMV Number

**TO BE COMPLETED BY GRADUATE SCHOOL PROGRAM OFFICIAL OR  
ADMINISTRATION OFFICE**

**Please verify in the table below that the required coursework was successfully completed by the applicant by listing the relevant required core courses taken.** All courses must be graduate level from a college or university approved by a regional accrediting agency or CACREP. Do not list courses that are not directly related to counseling. If a course title is not clearly indicative on the transcript, please attach college catalog description(s) or course syllabi. **A graduate course cannot be counted for more than one core area.** All information provided is subject to Board review and approval.

**DESIGNATE SEMESTER HOURS WITH AN "S" AND QUARTER HOURS WITH A "Q"**

1. **Professional counselor identity, functions and ethics.** This course provides a foundation in professional counselor identity and ethical practice, including the study of the history and philosophy of the counseling profession, professional counselor function and credentialing and ethical standards for practice in the counseling profession.

Course Code	Course Title	S/Q Hours	College/University

2. **Theories of Counseling and Psychotherapy.** This course provides an overview of the basic tenets and applications of currently preferred theories of counseling and psychotherapy including the study of humanistic, cognitive-behavioral, psychodynamic and post-modern theoretical orientations.

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3. **Counseling and Psychotherapy Techniques.** This course provides a didactic and experiential overview of basic techniques used in the counseling process including establishing the counseling relationship, setting treatment goals, applying listening and interviewing skills, initiating termination and referral, and recognizing parameters and limitations of the treatment process.

Course Code	Course Title	S/Q Hours	College/University

4. **Human Growth and Development.** This course provides an overview of contemporary theoretical perspectives regarding the nature of developmental needs and tasks from infancy through late adulthood, the influences of development on mental health and dysfunction and the promotion of healthy development across human life span.

Course Code	Course Title	S/Q Hours	College/University

5. **Group Counseling and Psychotherapy, Theories and Techniques.** This course provides a didactic and experiential overview of group counseling process and dynamics, contemporary group counseling theories, and group counseling leadership skills including group selection, group formation, group interventions and group evaluation.

Course Code	Course Title	S/Q Hours	College/University

6. **Career Counseling and Development Theories and Techniques.** This course provides an overview of career development and counseling including study of factors influencing career development, contemporary theories of career decision-making, career assessment and group and individual career counseling techniques.

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7. **Appraisal, Evaluation and Diagnostic Procedures.** This course introduces students to the selection, administration; scoring and interpretation of contemporary psychological assessments used by professional counselors and includes the study of formal and information assessment procedures, basic test statistics, test validity and reliability, and the use of test findings in the counseling process.

Course Code	Course Title	S/Q Hours	College/University

8. **Abnormal Behavior and Psychopathology.** This course provides students with an overview of the major categories of mental disorders including study of their etiology and progression, their prevalence and impact on individuals and society, their diagnosis according the DSM-V and the use of diagnosis in treatment planning and counseling intervention.

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9. **Multicultural Counseling.** This course provides students with an overview of the diverse social and cultural contexts that influence counseling relationships (e.g., culture, race, ethnicity, age, gender, SES, sexual orientation) including the study of current issues and trends in a multicultural society, contemporary theories of multicultural counseling, the impact of oppression and privilege on individuals and groups and personal awareness of cultural assumptions and biases.

Course Code	Course Title	S/Q Hours	College/University

10. **Research.** This course provides students with an overview of the principles and processes of performing counseling research including the study of quantitative and qualitative research designs and methods, methods of statistical analysis used in research, and reading and interpreting research results.

Course Code	Course Title	S/Q Hours	College/University

11. **Diagnosis and Treatment of Addictive Disorders.** This course provides students with an overview of addictive disorders including the study of contemporary theories of addictive behavior, pharmacological classification of addictive substances, assessment of addictive disorders and currently preferred models of addictions treatment.

Course Code	Course Title	S/Q Hours	College/University

12. **Marriage and Family Systems Theory.** This course provides students with an overview of counseling with couples and families include the study of the rationale for family therapy intervention, the dynamics of general systems theory, the states of family life-cycle development, and contemporary theories of family therapy intervention.

Course Code	Course Title	S/Q Hours	College/University

13. **Supervised Internship.** This course provides students with a minimum of 600 hours of experience in a clinical field placement including (but not limited to) 240 hours of face-to-face client contact.

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**VERIFICATION OF INTERNSHIP FOR LPC LICENSURE**

**USE THIS FORM TO DOCUMENT YOUR REQUIRED INTERNSHIP HOURS**

Applicant's Name (Last, First, Middle)

Applicant's Student ID Number

Applicant's Social Security Number or VA DMV Number

Is the college or university approved by a regional accrediting agency?	Yes	No
Is the college or university CACREP or CORE accredited?	Yes	No
Did internship begin after completion of 30 graduate semester hours?	Yes	No
<b><u>Total</u></b> number of supervised internship hours:		
Total <b><u>face-to-face client</u></b> contact internship hours:		
What type of licensure did the supervisor hold?		
Number of <b><u>individual</u></b> supervision hours during internship?		
Number of <b><u>group</u></b> supervision hours during internship?		
If applicable, total direct client contact hours with <b>couples and/or families</b> :		
If applicable, total direct client contact hours treating <b>substance abuse-specific</b> treatment problems:		

Name of School

Name of Program Official

Title

Email Address of School Official

Phone Number of School Official

Signature of School Official

Date